

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF IOWA

## IMAGING NOTICING SYSTEM

The United States District Court for the Southern District of Iowa is pleased to introduce its new imaging noticing system. This system allows for the prompt distribution of orders and judgments via facsimile transmission to designated attorneys of record who complete the authorization form below. In most instances, attorneys who agree to accept orders and judgments via facsimile transmission will receive them the same day they are docketed.

**Participation in the fax noticing does NOT require you to participate in e-filing.** Here is how it works:

- \* Attorneys who participate in this program authorize the Clerk of Court to fax orders and judgments.
- \* Faxes are sent directly to the firm's fax number in lieu of mailing a copy of the document.
- \* The Clerk's Office maintains a report confirming receipt by parties of the electronic notice
- \* If the Clerk is unable to confirm receipt of the electronic notice, notice by mail will be sent the following business day.

To participate simply complete this authorization form and return it to the clerk's office or fax the completed form to the clerk's office at (515) 284-6418. A separate authorization must be completed for each attorney in a firm.

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Authorization to send orders and judgments by facsimile transmission

I hereby authorize the Clerk of Court for the Southern District of Iowa to send court orders and judgments by facsimile transmission in any case in which this capability exists and the undersigned appears as attorney of record. I understand that this electronic transmission will be in lieu of notice by mail. The following telephone number is **dedicated** for facsimile transmission:

Fax Phone # ( ) \_\_\_\_\_ Firm Name \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Attorney Name \_\_\_\_\_

Street Address \_\_\_\_\_

Signature \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Questions should be directed to:

James Rosenbaum, Clerk of Court  
Rob Raker, Chief Deputy  
515 284-6248